

# RFP for Youth Alcohol Training Project

The Underage Drinking Enforcement Training Project is part of the ongoing vision to better focus resources and efforts on training, specifically training for law enforcement officers who conduct underage drinking enforcement. In addition to directly serving OHSP-funded grantees, the training will allow all Michigan law enforcement agencies to be trained in an efficient and economical manner. Currently, there is no statewide training program for underage drinking enforcement. By having access to this training, it is anticipated that law enforcement agencies will directly impact and enhance underage drinking enforcement efforts and impaired driving on a statewide level.

The grantee will develop a variety of curriculum and conduct periodic professional trainings for law enforcement officers on underage drinking enforcement, including controlled dispersal, compliance checks, fake/fraudulent identifications, current alcohol and drug trends/indicators and community relations.

## **DUTIES AND RESPONSIBILITIES**

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed in this contractual position.

- Develops training curriculum and secure MCOLES certification
- Coordinates and conducts training activities, seminars, conferences, and workshops, which may include: analyzing and evaluating training requirements; sending out training confirmations and reminders; securing facilities and instructors for training
- Coordinates underage drinking enforcement training for new and existing grantees
- Reviews, maintains, updates and submits employee training records for compliance with MCOLES
- Prepares a variety of reports, memoranda, correspondence, newsletters, bulletins, and records related to the training function
- Researches and recommends new training materials; evaluates and updates training programs and vendors to keep current with new techniques; consults with Underage Drinking Program Coordinator, public and private representatives to ensure training information is current
- Maintains regular attendance and punctuality for trainings
- Performs other duties of a similar nature or level
- Administrative duties for billing and reporting

The schedule and pay scale for the grantee(s) begins at the rate of \$40 per hour with no fringe benefits offered, although reimbursement for travel expenses (at state rates) will be available.

All OHSP grant-funded projects, including this one, are based on the cost reimbursement concept; i.e., state, local, or private funds shall be expended before reimbursement is provided.

Applicants must agree to comply with the OHSP Grant Management Requirements (see attachment A).

Applicants must provide credentials of a current or retired MCOLES certification.

**A resume, position-specific cover letter, and two references, are required.**

Interviews will be conducted based on materials provided, prior grant performance, and feedback from references.

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The expected start date is December 1, 2016 and will end on September 30, 2017. The OHSP is not required to extend or renew this position and reserves the right to end this agreement at any time by providing 30 days written notice.

Annually, the program will be reviewed and OHSP reserves the right to extend or re-post the program application. All grant programs are contingent on the availability of federal highway safety funds and may be terminated if funds are not available. All payments for grant-funded program activities will be made once services are rendered.

Grant-funds cannot be used to supplant an applicant's current salary. Work for this project must be done independently of other employment of the applicant.

## **APPLICATION SUBMISSION AND DEADLINE**

Completed applications, including a cover letter, resume and references must be submitted by e-mail to:  
Dianne Perukel, OHSP Underage Drinking Program Coordinator  
[perukeld@michigan.gov](mailto:perukeld@michigan.gov)

**Applications must be e-mailed by 5 p.m., Wednesday, November 30, 2016.**

**Faxed applications will not be considered.**

**Untimely applications will not be considered.**

**The applicant will receive notification if this occurs.**